

July 17, 2015

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
JULY 17, 2015

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 10:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD ON JUNE 19, 2015

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD ON JUNE 19, 2015?

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

MEMBERS OF THE PUBLIC ARE OFFERED AN OPPORTUNITY TO ADDRESS MEMBERS OF THE COMMISSION IN ACCORDANCE WITH THE OPEN MEETINGS ACT AND RULES OF THE CIVIL SERVICE COMMISSION.

V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	140.....	18
Agriculture.....	326.....	20
Arts Council.....	13.....	2
Capitol Development Board.....	47.....	0
Central Management Services.....	1,345.....	115
Children and Family Services.....	2,583.....	49
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	314.....	69
Commerce Commission.....	63.....	0
Corrections.....	11,230.....	98
Criminal Justice Authority.....	56.....	6
Deaf and Hard of Hearing Comm.....	7.....	1
Developmental Disabilities Council.....	9.....	1
Emergency Management Agency.....	78.....	6
Employment Security.....	1,198.....	32
Environmental Protection Agency.....	754.....	18
Financial & Professional Regulation.....	443.....	49
Gaming Board.....	163.....	6
Guardianship and Advocacy.....	101.....	8
Healthcare and Family Services.....	2,010.....	26
Historic Preservation Agency.....	137.....	14
Human Rights Commission.....	13.....	2
Human Rights Department.....	134.....	9
Human Services.....	13,126.....	76
Illinois Torture Inquiry Relief Commission.....	3.....	1
Independent Tax Tribunal.....	1.....	0
Insurance.....	242.....	16
Investment Board.....	4.....	2
Juvenile Justice.....	1,023.....	25
Labor.....	102.....	11
Labor Relations Board Educational.....	10.....	2
Labor Relations Board State.....	15.....	2
Law Enforcement Training & Standards Bd.....	18.....	2
Lottery.....	128.....	7
Military Affairs.....	121.....	3
Natural Resources.....	1,199.....	31
Pollution Control Board.....	19.....	2
Prisoner Review Board.....	16.....	0
Property Tax Appeal Board.....	30.....	1
Public Health.....	1,159.....	41
Racing Board.....	2.....	1
Revenue.....	1,683.....	54
State Fire Marshal.....	124.....	12
State Police.....	1,093.....	9
State Police Merit Board.....	5.....	2
State Retirement Systems.....	108.....	3
Transportation.....	2,253.....	0
Veterans' Affairs.....	1,352.....	9
Workers' Compensation Commission.....	125.....	11
TOTALS.....	45,129.....	872

B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. Illinois State Police – proposed exemption

Position Number	40070-21-00-930-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Office of the Director
Functional Title	Chief Budget Officer
Incumbent	Vacant
Supervisor	First Deputy Director who reports to the Director
Location	Sangamon County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarity of the requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

D1. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-000-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	Bureau of Communication and Computer Services (BCCS)
Functional Title	Enterprise Resource Planning (ERP) Program Director
Incumbent	Vacant
Supervisor	Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D2. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Work Management Program
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D3. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-General Ledger
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D4. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-15-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Receivable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D5. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Accounts Payable
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D6. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Asset Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D7. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-40-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Procurement
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D8. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-50-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Grants Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D9. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-60-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Budgeting
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D10. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-70-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Personnel
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D11. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-80-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert-Payroll
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D12. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-100-90-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Functional Expert – Performance Management
Incumbent	Vacant
Supervisor	Manager of Work Management Program who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D13. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-200-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Resource Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D14. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-300-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Issue and Risk Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D15. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-400-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Technical and Quality Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

D16. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-400-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Legacy System Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D17. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-400-20-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Development Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D18. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-400-30-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Testing Lead
Incumbent	Vacant
Supervisor	Manager of Technical and Quality Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D19. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-500-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Change Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D20. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-500-10-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Communications Manager
Incumbent	Vacant
Supervisor	Manager of Change Management who reports to the ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Sangamon County

D21. Illinois Department of Central Management Services – proposed exemption

Position Number	40070-37-14-600-00-01
Position Title	Senior Public Service Administrator
Bureau/Division	BCCS/Enterprise Resource Planning
Functional Title	Manager of Contract and Policy Management
Incumbent	Vacant
Supervisor	ERP Program Director who reports to the Deputy Director/Chief Information Officer who reports to the Assistant Director who reports to the Director
Location	Cook County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of the requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- C: Chief Budget Officer (State Police)**
- D1: Enterprise Resource Planning (ERP) Program Director (Bureau of Communication and Computer Services [BCCS])**
- D2: Manager of Work Management Program (BCCS-ERP)**
- D3: Functional Expert-General Ledger (BCCS-ERP)**
- D4: Functional Expert-Accounts Receivable (BCCS-ERP)**
- D5: Functional Expert-Accounts Payable (BCCS-ERP)**
- D6: Functional Expert-Asset Management (BCCS-ERP)**
- D7: Functional Expert-Procurement (BCCS-ERP)**
- D8: Functional Expert-Grants Management (BCCS-ERP)**
- D9: Functional Expert-Budgeting (BCCS-ERP)**
- D10: Functional Expert-Personnel (BCCS-ERP)**
- D11: Functional Expert-Payroll (BCCS-ERP)**
- D12: Functional Expert-Performance Management (BCCS-ERP)**
- D13: Manager of Resource Management (BCCS-ERP)**

- D14: Manager of Issue and Risk Management (BCCS-ERP)**
- D15: Manager of Technical and Quality Management (BCCS-ERP)**
- D16: Legacy System Lead (BCCS-ERP)**
- D17: Development Lead (BCCS-ERP)**
- D18: Testing Lead (BCCS-ERP)**
- D19: Manager of Change Management (BCCS-ERP)**
- D20: Communications Manager (BCCS-ERP)**
- D21: Manager of Contract and Policy Management (BCCS-ERP)**

VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

The following class title has been submitted for creation by the Director of the Illinois Department of Central Management Services (CMS):

B. Public Safety Drug Screening Specialist

CMS Classification Analysis: “The Department of Corrections (DOC) has requested a review of the official position functions for the Administrative Assistant I’s in their Employee Drug Screening unit. A review of the current position functions for the Administrative Assistant I’s for this unit has revealed that these positions do not perform the same administrative functions as their counterparts in other areas of DOC or other state agencies. In order to appropriately address the unique work roles for this unit in DOC, a new class has been created. Although some of the qualifications necessary to adequately perform this work still fit with the qualifications that were previously required, the new class will also be required to obtain a current valid driver’s license, travel extensively including multiple overnight stays and to be certified as a drug screener. To accommodate these differences, the Administrative Assistant I positions performing these drug screening functions will be reclassified to the new title of Public Safety Drug Screening Specialist.

Addendum as of 06/26/2015: The Illinois Labor Relations Board State Panel (ILRB) has recently certified the Administrative Assistant I positions that perform the functions identified with the Public Safety Drug Screening Specialist within the Department of Corrections and the class of Public Safety Drug Screening Specialist into the RC-062 bargaining unit. The American Federation of State, County, and Municipal Employees, Council 31 (AFSCME) and the State of Illinois Department of Central Management Services (CMS), have agreed that these positions will be removed from the RC-028 bargaining unit and the RC-062 unit will be clarified to include these positions as Public Safety Drug Screening Specialists. This action was arranged to provide an added employment incentive for potential applicants because the RC-062 bargaining unit provides career advancement opportunities that are better suited to the functions of the more descriptive Public Safety Drug Screening Specialist class than the more broadly written Administrative Assistant I class.”

WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLE TO BE EFFECTIVE ON AUGUST 1, 2015?

B. Public Safety Drug Screening Specialist

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF NOT CONTAINED IN THIS REPORT TO ALLOW ADEQUATE STUDY?

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VII. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?

VIII. RECONVENE THE REGULAR OPEN MEETING

IX. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	5/31/15	6/30/15	6/30/14
Aging	0	0	2
Central Management Services	2	1	6
Children and Family Services	3	2	6
Corrections	0	0	1
Criminal Justice Authority	0	0	1
Healthcare and Family Services	3	3	10
Historic Preservation Agency	0	0	5
Human Rights	0	0	1
Human Services	8	4	4
Insurance	0	0	1
Juvenile Justice	0	0	1
Natural Resources	3	0	28
Revenue	6	7	3
State Retirement Systems	4	5	3
Veterans' Affairs	0	0	1
Totals	29	22	73

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X. INTERLOCUTORY APPEAL

DA-37-15

Employee	Mary Alice Stouffe	Appeal Date	3/10/15
Agency	Human Services	Decision Date	7/06/15
Type	Discharge	ALJ	Andrew Barris
Issue(s)	Motion To Dismiss filed for non-compliance with Personnel Rules Section 302.705	Proposal for Decision	Motion to Dismiss granted subject to approval of Commission.

DOES THE COMMISSION AFFIRM AND ADOPT THE ORDER GRANTING THE MOTION TO DISMISS THE APPEAL?

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-7-15

Employee	Josie Day	Appeal Date	7/28/14
Agency	Juvenile Justice	Decision Date	7/02/15
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

DA-26-15

Employee	Sybil R. Watson	Appeal Date	12/04/14
Agency	Veterans' Affairs	Decision Date	06/30/15
Appeal Type	Discharge	Proposal for Decision	10-day suspension in lieu of discharge.
ALJ	Daniel Stralka		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

DA-30-15

Employee	Andrea Thompson	Appeal Date	1/06/15
Agency	Human Services	Decision Date	7/02/15
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

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XII. APPEALS TERMINATED WITHOUT DECISION ON THE MERITS

DA-48-15

Employee	Lori M. Contes	Appeal Date	5/29/15
Agency	Corrections	Decision Date	7/01/15
Appeal Type	Discharge	Proposal for	Dismissed; withdrawn.
ALJ	Andrew Barris	Decision	

DA-50-15

Employee	Melissa K. Bokus	Appeal Date	6/15/15
Agency	Veterans' Affairs	Decision Date	6/22/15
Appeal Type	Discharge	Proposal for	Dismissed; withdrawn.
ALJ	Andrew Barris	Decision	

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSALS FOR DECISION IN THE ABOVE MATTERS?

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 1:30 p.m. on Friday, August 21, 2015 at the Commission's Springfield office.

XV. MOTION TO ADJOURN